

To: Legislative Council; Governor's Office; State Workforce Innovation Council

Date: September 14th, 2017

Subject: Notification of Newly Created Workforce Related Programs

Pursuant to Indiana Code(IC) 22-4.1-24-2, the Indiana Department of Workforce Development (DWD) and the Indiana Commission for Higher Education (CHE)¹ shall prepare and submit a report pertaining to any newly created workforce related program² not later than thirty (30) days after establishing the program. The report includes: (1) A description of each newly created program and an explanation of how the program aligns with Indiana's workforce needs/coordinates with existing workforce related programs; and (2) The amount of funding provided for the program and the source of the funding.

Workforce Ready Grant

Overview

The Workforce Ready Grant program covers the cost of students' tuition through federal and state funding sources for certificate programs at Ivy Tech Community College and Vincennes University if the student is enrolled in an eligible certificate program. Workforce Ready Grants cover both credit bearing and non-credit bearing certificates at these institutions. Certificate programs were approved based on the demand and wage for occupations within five priority sectors³ that the program is ultimately preparing students to enter upon completion.

The High Value Workforce Ready Grant Program Implementation Fund⁴ was established to award high value Workforce Ready Grants and for the Department of Workforce Development and the Commissioner for Higher Education to administer the grant program. Four million dollars was appropriated through the state's biennial budget to fund this initiative.

¹ The DWD is a "state provider" as defined by IC 22-4.1-1-5.5(1)

² A workforce related program is defined by IC 22-4.1-1-7

³ Occupations had to be within the DWD and Commission for Higher Education's (CHE) priority sectors, which includes Advanced Manufacturing, Building & Construction, Health & Life Sciences, IT & Business Services, and Transportation & Logistics.

⁴ Established by IC 21-12-8-1

Credit Bearing Workforce Ready Grant Certificate Programs

Credit bearing certificates are transferable towards an associate or bachelor's degree and typically take a student 3 to 18 months to complete. Below is an overview of the requirements for a Workforce Ready Grant credit bearing certificate program.

Amount of Grant

- The grant will cover the remaining tuition and mandatory fee charges after other financial aid (excluding loans and GI Bill Benefits) has been applied. The grant is available for two (2) years and covers up to the number of credits required by the qualifying program including up to six (6) credit hours of remedial coursework taken after admission. The grant does not cover courses that do not directly apply to the student's certificate program.

Eligibility Requirements

- To qualify for the grant, students must:
 - o Begin enrollment during fall semester 2017 or later in a qualifying program at Ivy Tech or Vincennes. To get connected with a qualifying program:
 - Use the Next Level Jobs Portal to have Ivy Tech and/or Vincennes contact you; or
 - Directly contact your local Ivy Tech or Vincennes Campus
 - o Be a U.S. Citizen or eligible resident
 - o Be an Indiana resident
 - o Have graduated high school or received a high school equivalency diploma/GED
 - o Complete the 2017-2018 Free Application for Federal Student Aid (FAFSA)
 - o Have not previously received a bachelor's or associate degree
 - o Qualify as an Independent Student for federal financial aid purposes.
 - o Enroll at least as a half-time student for federal financial aid (typically two courses)
 - o Maintain Satisfactory Academic Progress
 - o To apply for the grant for the 2017-2018 academic year, students must complete the 2017-2018 Free Application for Federal Student Aid (FAFSA). Students are not required to complete a separate application.

Interaction with Other Financial Aid

- All other financial aid, excluding Post-9/11 GI Benefits and loans, should be applied prior to Workforce Ready Grant funds. Students that qualify for the 21st Century Scholarship, Frank O'Bannon Grant or Adult Student Grant must use those programs instead of the Workforce

Ready Grant.

First Year Grant

- The Workforce Ready Grant will be available for each term of the 2017-2018 academic year, including summer term 2018. The amount of this grant can change each term depending on the student's enrollment level, tuition and fees and the amount of the student's federal and state grants. Students must enroll in a half-time course load to be eligible for the Workforce Ready Grant. This typically means taking 6 credit hours (2 courses) during a semester.

Second Year Grant - Conditions for Renewal

- The grant can be renewed for one academic year if the student meets the following conditions:
 - o Enrolled in a program that requires more than 12 credit hours (typically 4 courses).
 - o Maintains Satisfactory Academic Progress as defined by the institution.
 - o Submits a 2018-2019 FAFSA and any other required documents in a timely manner.
 - o Student's college certifies the student is on track to complete the certificate program during the 2018-2019 academic year.

Non-Credit Bearing WRG Certificate Programs

Amount of Grant

- The grant will cover the mandatory charges after any other funding has been applied. Non-credit bearing certificate programs are typically short-term training. Therefore, the grant is not renewable for a second year.

Eligibility Requirements

- To qualify for the grant, the students must:
 - o Begin enrollment during fall semester 2017 or later in a qualifying program at Ivy Tech or Vincennes. To get connected with a qualifying program:
 - Use the Next Level Jobs Portal to have Ivy Tech and/or Vincennes contact you
 - Contact your local Ivy Tech or Vincennes Campus
 - o Be a U.S. Citizen or eligible resident.
 - o Be an Indiana resident.
 - o Have graduated high school or received a high school equivalency diploma/GED.
 - o Have not previously received a bachelor's or associate degree.

Performance Metrics after 30-Days

As of September 14, 2017, 32,046 applications have been started/are in the process with 5,068 applicants completing the process and enrolling in either Ivy Tech or

Vincennes University programs.

Additional information about the Workforce Ready Grant Program is posted online.⁵

Employer Training Grant

Overview

The Employer Training Grant will reimburse an employer for up to \$2500 per **new** employee that is trained, hired, and retained for 6 months with a limit of \$25,000 per employer. The grant is available to employers in six priority sectors aligned with Indiana's economy: Advanced Manufacturing, Building & Construction, Health Sciences, Information Technology & Business Services, Transportation & Logistics, and Agriculture. Within those sectors, the grant pays for training associated with the most in-demand "middle skills" occupations – those defined as requiring more than a high school diploma but less than an associate degree.⁶

The State Workforce Development fund was established to reimburse priority-sector employers for training new employees entering in-demand positions and for the Department of Workforce Development and the Commissioner for Higher Education to administer the grant program. \$10 million dollars was appropriated from the CTE Innovation Fund to fund this initiative over the state's biennial budget.

Eligibility Requirements

- Employer must be a part of one of Indiana's six priority sectors
 - o Advanced Manufacturing
 - o IT & Business Services
 - o Transportation & Logistics
 - o Health Sciences
 - o Building & Construction
 - o Agriculture
- Employer eligibility within the priority sectors determined by DWD
 - o Training must directly correlate with middle skill, high-demand, high-wage jobs
 - o "Middle skills" is defined as an occupation in a priority sector that requires more than a H.S. diploma but less than an associate degree, which equates to about 80 occupations in Indiana.
 - o Employers of any size can apply, but the application is capped at \$25k/employer.

Funding

⁵www.nextleveljobs.org/2017

⁶List of eligible occupations: <http://nextleveljobs.org/Eligible-occupations.pdf>

- Up to \$2500 reimbursement for a **new** employee that is trained, hired, and retained for 6 months
 - o New employee must not have worked for the company in the past year.
- Limit of \$25,000 per employer
- An employer will detail the funding amount they are seeking based on the cost of the approved training and the number of new hires they plan to train (and retain for 6 months)
 - o DWD will approve a total amount per employer and stop approving grants once \$5 million in commitments are made to employers in FY 18.
 - o Employers have 1 year following the approval of training grant proposal to draw down the dollars.

Approved Providers

- Training must be occupational skills training that ties to one of the approved middle skills occupations
 - o HR training and job shadowing doesnot qualify.
- Employers can use training providers on DWD's eligible training provider list (ETPL)⁷
- For non-ETPL providers (e.g. customized training programs), training information will be submitted to DWD, including the curriculum for the training, to verify that the training is (1) occupational skills trainings, and (2) aligns to one of the approved middle skills occupations.
- Training must be greater than 40 hours and less than 14 weeks to complete

Reporting/ Reimbursement

- Reimbursement is for new hires only and not existing workforce or those who have received a pay stub from the employer at any point during the previous year.
- Employer will provide employee level data for reimbursement, including name of new employee trained, dates of the training, date of hire, and 6 month retention window.
- DWD will crosscheck the agency's database of new hire and wage record data to verify retention period prior to reimbursement to employer.

Performance Metrics after 30-Days

As of September 14, 2017, the following applications have been received and are being processed:

- Applications Received: 146
- Breakdown by Sector:
 - o Advanced Manufacturing: 73
 - o Building&Construction Trades: 29

⁷Indiana's Eligible Training Provider List: <https://webapps.dwd.in.gov/INTraining/search-flow.htm?sessionId=D0A011E5C0C92398D380B6140C28481B?execution=e1s1>

- Health Sciences: 16
- IT & Business Services: 14
- Transportation & Logistics: 11
- Agriculture: 3

Additional information about the Employer Training Grant Program is posted online.⁸

⁸www.nextleveljobs.org/2017